



# *Manager's Report*

## *for Council Meeting September 23, 2003*

### **FINANCE**

Listed below are new businesses licensed during this period:

#### **Business Name**

B & M Motorcars  
Babs Unlimited  
Benetton  
CCM Auto Finance Center  
Coldstone Creamery  
Delios Enterprises  
Dog Day Afternoon  
Fanci Pantz Rider  
Forrest E White PC  
Gulick, Barbara  
Imagination Station Home Daycare  
Jordans  
Leesburg Tree Service  
Masalah Deli & Kabob Grill  
Midas Touch Naturally Healthy Pets LLC  
On the Spot Cleaning  
Practical Technologies Ltd  
Rampant Wheel Holdings  
Scoggins-Reed, Linda  
Sheer Artistry  
Stonz & Silver  
Value First

### **HUMAN RESOURCES**

New Hires and Terminations for the Period September 6 through September 19, 2003

#### **New Hires**

Jonathan Cleaves  
Lesley McLaughry

#### **Position**

Groundskeeper  
Administrative Associate I

#### **Department**

Parks and Recreation  
Utility Lines

#### **Promotions**

Charlie Elgin

#### **Position**

Asst Utility Plant Superintendent

#### **Position**

Water Pollution Control

#### **Resignations**

None

#### **Position**

#### **Department**

**Transfers**

None

**Position****Department****Separations****Resignations**

Michel Agujia

**Position**

Director

**Department**

Information Technology

**Retirements**

None

**Terminations**

None

**PLANNING, ZONING & DEVELOPMENT****ZONING DIVISION****ZONING PERMITS ISSUED RESIDENTIAL**

Potomac Station 5 SFD @ \$105,000

Stratford 5 SFA @ \$75,000

Stowers 7 SFD @ \$100,000

Edwards Landing 1 SFD @ \$150,000

Georgetown Mews 1 SFD @ \$300,000

Hamlets @ Leesburg 2 Duplex @ \$120,000

**ZONING PERMITS ISSUED COMMERCIAL**

1013 Edwards Ferry RD NE Interior fit-up Battlefield Shop. Center @ \$65,000

148 Catoctin Circle SE Interior Fit-up Holtzman Oil Co. \$26,000

50 Catoctin Circle Suite 303 Interior Fit-in Waterford Holdings @ \$19,120

**OCCUPANCY PERMITS ISSUED RESIDENTIAL**

Drymill 4 SFA

Potomac Crossing 4 SFD

Edwards Landing 10 SFA 1 SFD

Kincaid Forest 2 SFA

Potomac Station 2 SFD

Stowers 5 SFD

Hamlets @ Leesburg 2 Duplex

Stratford 4 SFA

**OCCUPANCY PERMITS COMMERCIAL**

803 Sycolin RD SE #104 interior fit up

751 Miller Drive SE interior fit up

**SPECIAL EXCEPTIONS:**

**SE 2002-07 Star Pontiac, Buick & GMC:** Located at 326 E. Market Street. The application is for an expansion of the existing office and sales areas as well as an increase in the number of service bays. The applicant is in the process of making revisions to the special exception plan. All public meetings will soon be rescheduled.

SE 2002-12 KFC/A&W: This application is for a fast food restaurant with drive-thru windows. This would be located off of Edwards Ferry Road, across from the existing Sheetz (site of the previously proposed SE for a Tires Plus). The Planning Commission preview was held at the April 3, 2003 meeting and the public hearing was scheduled for April 17, 2003. At this meeting, at the applicant's request, the Planning Commission voted to postpone the public hearing to a future date. This date was not specified.

SE 2003-02 Leesburg Auto Finance Annex: Located at 310 Parker Court, this application is for a vehicle sales, service and storage facility use. A public hearing before the Planning Commission was held on September 4, 2003, at which time the Commission voted to recommend approval of the application to Council with conditions. The Council public hearing is scheduled for October 15, 2003.

SE 2003-03 Mobil Car Wash Addition at Battlefield Shopping Center: Located at 1017 Edwards Ferry Road, N.E. This application seeks to amend existing Board of Zoning Appeals Special Exception #90-167 to permit a 988 square foot single-lane car wash on the property leased by the existing Mobile Service Station in Battlefield Shopping Center. The plans were accepted for review on July 11, 2003 and are currently under review. The Planning Commission public hearing was held on September 4, 2003. At its next meeting on September 18, 2003 the Planning Commission voted to recommend approval of the application to Council with conditions. The Council public hearing is scheduled for October 28, 2003.

SE 2003-04 Water Pollution Control Facility Expansion & Utility Lines Division Maintenance Building: Located at 1391 E. Market Street, this special exception application seeks to expand an existing water treatment facility ("Water Pollution Control Facility") from 5 MGD to 7.5 MGD plus relocation of the Utility Lines Division service facility to the western portion of the site. The application was accepted for review on August 18, 2003 and is currently under review.

SE 2003-05 Loudoun Motor Sports: Located at 212 Catocin Circle, S.E. (the old Southern States property), this application is for a vehicle sales, service and storage facility use. The application was accepted for review on August 29, 2003 and is currently under review.

TLSE 2003-06 Costco Tire Center: Located in Battlefield Marketplace Shopping Center at the intersection of Edwards Ferry Road and the Route 7/15 Bypass, this application seeks to amend existing Board of Zoning Appeals Special Exception #88-167 to permit the relocation of a vehicle service center (tire installation facility with four bays) on property in Battlefield Marketplace. The application was accepted for review on September 5, 2003 and is currently under review.

### **REZONINGS:**

ZM 2002-01 ASE/Airport Commerce Park Concept Plan/Proffer Amendment: The applicant is seeking to amend rezoning #ZM-80 to amend the concept development plan and proffer statement to permit the reconfiguration of the internal roadway and lots. Staff received revised plans on May 16, 2003. The Town Council public hearing was held on August 12, 2003. The Council voted 7-0 to approve the amendment under Ordinance No. 2003-0-10.

ZM 2002-05 & SE 2002-11 Misty Ridge Rezoning: Located on the east side of Sycolin Road across from the Stratford planned development, the applicant (D.R. Horton Company) is seeking to rezoning 7.9 acres from R-1 to R-4 to permit 17 single family detached residential units on the property. Staff received revised plans on May 30, 2003. The plans are currently under

review. The Planning Commission public hearing has been rescheduled at Applicant's request to provide additional time for staff and the applicant to address outstanding issues.

ZM 2003-02 Beauregard Overlook Concept Plan Amendment: The applicant Elite Investment & Management Group, Inc. is seeking to amend rezoning #ZM-73 and #ZM-102 by amending the Concept Plan to permit 43 single-family detached lots in a residential cluster on 14.99 acres (an increase of 18 lots over the 25 lots currently permitted) zoned R-4. The plans were accepted for review on July 11, 2003 and are currently under review. The Planning Commission public hearing has been rescheduled to provide additional time for staff and the applicant to address outstanding issues.

ZM 2003-03 Leesburg Central Rezoning: The applicant James D. Turner is seeking to rezone six (6) parcels zoned B-1 and RHD to B-1 with a Concept Plan and Proffers to build approximately 23,500 square feet of commercial office space with some additional retail space. The plans were accepted for review on August 22, 2003 and are currently under review. The property is located at the southeast quadrant of the intersection of Loudoun Street and Harrison Street.

**ZONING ORDINANCE AMENDMENTS:**

ZOAM 03-02 Modification of Buffer Yard Requirements: Zoning Ordinance amendments to Section 12.8.5 Modification of Screening and Buffer-Yard Requirements to authorize Council to modify screening and buffer-yard requirements as part of a special exception approval. At the post-public hearing meeting on July 3, 2003 the Planning Commission recommended against the proposed Zoning Ordinance amendments by a vote of 4-0-3. The Town Council public hearing was held on August 12, 2003. The Council approved the amendment at its regular meeting on September 9, 2003.

**BOARD OF ZONING APPEALS CASES:**

Case No. BZA 03-05 Fort Knox Leesburg LLC – Appeal of the Zoning Administrator's determination that the operation of a vehicle rental facility (U-haul) at 755 Gateway Drive SE requires Special Exception approval from the Leesburg Town Council in accordance with Section 6.4.2. The Board of Zoning Appeals will hold a public hearing on Monday October 6, 2003 at 7:30 p.m. to consider this appeal.

**PLANNING DIVISION:**

<b>MANAGER'S REPORT DIVISION OF CURRENT PLANNING PLAN REVIEW ACTIVITY</b>			
<b>PLANS REVIEWED DURING THE PERIOD OF: SEPTEMBER 3, 2003 – SEPTEMBER 15, 2003</b>			
<b>Project Name</b>	<b>Project Type</b>	<b>Submission Number</b>	<b>Proposal Description</b>
Leesburg Station Auto Wash	Revision to Approved P/F Development Plan	1 <sup>st</sup>	
Potomac Station/Battlefield Parkway Phase II Public Improvements	Preliminary/Final Development Plan	SS	

Elvin Property (211 Prince Street)	Boundary Line Vacation	1 <sup>st</sup>	Vacating interior lot line between two residential lots with same owner to create one lot
Roncaglione Property (29 Sycolin Road)	No Adverse Impact Certification Plan	1 <sup>st</sup>	Construction of @13,000 square feet of office space
Panera Bread @ Leesburg Corner Premium Outlet	Buffer Yard Modification	1 <sup>st</sup>	Panera Bread @ Leesburg Corner Premium Outlet
Catoctin Circle Center	Preliminary/Final Development Plan		Planning Commission Staff Report
Panera Bread @ Leesburg Corner Premium Outlet	Preliminary/Final Development Plan	1 <sup>st</sup>	Planning Commission Staff Report
Chevy Chase Bank @ Potomac Station Retail, Parcel B	Preliminary/Final Development Plan	3 <sup>rd</sup>	Planning Commission Staff Report
Stratford Ryland, Landbay "E" (MF) On-Site Easement	Easement Plat	2 <sup>nd</sup>	
Stratford Ryland, Landbay "E" (MF)	Revision to Approved P/F Development Plan	1 <sup>st</sup>	
Leesburg Utility Maintenance Building	Preliminary/Final Development Plan	1 <sup>st</sup>	

**PLANS ACCEPTED FOR REVIEW DURING THE PERIOD OF:  
SEPTEMBER 3, 2003 – SEPTEMBER 15, 2003**

<b>Project Name</b>	<b>Project Type</b>	<b>Submission Number</b>	<b>Proposal Description</b>
Panera Bread @ Leesburg Corner Premium Outlet	Buffer Yard Modification	1 <sup>st</sup>	Panera Bread @ Leesburg Corner Premium Outlet
Beauregard Overlook	Rezoning referral	1 <sup>st</sup>	
Leesburg Central	Rezoning referral	1 <sup>st</sup>	
Providence Baptist Church	No Adverse Impact Certification Plan	1 <sup>st</sup>	
7 Union Street	Minor Subdivision Plat	3 <sup>rd</sup>	
Costco Tire Center	Special Exception referral	1 <sup>st</sup>	
Water Pollution Control Facility Expansion	Special Exception referral	1 <sup>st</sup>	
Loudoun Motor Sports	Special Exception referral	1 <sup>st</sup>	
Banyan Cove	Buffer Yard Modification	3 <sup>rd</sup>	

Elvin Property (211 Prince Street)	Boundary Line Vacation	1 <sup>st</sup>	Vacating interior lot line between two residential lots with same owner to create one lot
Stratford Ryland, Landbay "E" (MF) On-Site Easements	Easement Plat	2 <sup>nd</sup>	Various easements
Trammel Property (23 Sycolin Road)	No Adverse Impact Certification Plan	1 <sup>st</sup>	
Woodlea Manor Water Booster Pumping Station	Capital Improvement Plan	2 <sup>nd</sup>	

**WATER & SEWER ADMINISTRATION**

The Utilities Department had no information to report.

**TOWN OF LEESBURG**

Full-time vacancies as of September 19, 2003

Department	# Vacs	Position Title	Date of Vacancy	Ad Placed	Apps Rcvd	Prelim Interview	Final Interview	Offered	Accepted
<b><i>Town Mgr</i></b>	1	Asst to the Town Manager	7/1/03	√	√	√	√	√	√
	1	Library Manager	6/16/03	√	√	√			
<b><i>Airport</i></b>	1	Airport Director	7/1/03	√	√	√	√		
<b><i>Econ Dev</i></b>	1	Administrative Associate II	3/9/01	√	√	<u>On hold*</u>			
<b><i>Eng &amp; PW</i></b>	1	Senior Engineer	7/1/02	√	√				
	1	Administrative Associate II	8/1/03	√	√	√			
	1	Maintenance Worker II	8/20/03	√	√				
<b><i>Finance</i></b>	1	Meter Technician	7/30/03	√	√				
	1	Purchasing Associate	8/12/03	√	√				
<b><i>IT</i></b>	1	Director, Information Tech	8/15/03	√					
<b><i>P&amp;Z</i></b>	1	Sr Planner (2 <sup>nd</sup> recruitment)	7/1/02	√	√	√	√	√	√
<b><i>Police</i></b>	1	Admin Assoc II	12/1/02	√	√	<u>Frozen**</u>			
	1	Communications Tech I	5/29/03	√	√				
	1	Communications Tech I	7/24/03	√	√				
<b><i>Util Admin</i></b>	1	Senior Engineer	7/1/02	<u>On hold*</u>					
<b><i>Util Lines</i></b>	1	Util Maint Wrkr III	7/1/03	√	√				
<b><i>WaterPlant</i></b>	1	Util Operator or Trainee	9/14/03	√	√				
<b><i>WPCF</i></b>	1	Util Plant Supervisor	8/1/03	√	√				
	1	Util Plant Supervisor	8/29/03	√	√				
	1	Sr. Util Plant Operator	8/17/03	√	√	√	√		
	1	Utility Plant Operator	8/18/03	√	√	√	√		
<b><u>TOTAL</u></b>	21								

\*On hold = Department is not actively recruiting this position.

\*\*Frozen = For budgetary reasons, Department has identified this position to remain vacant for the rest of the fiscal year.

R. S. Noe